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James A. Carder
Director
Division of Accounting

TO: Agency Payroll and Fiscal Officers
FROM: Division of Accounting
DATE: July 15, 2003
RE: Cut-Off Schedule for SAM II/HR Accounting Adjustments

In order to control our data processing costs, we are continuing the quarterly cut-off schedule for SAM II/HR accounting adjustments. The SAM II/HR schedule will be similar to the current schedule for the SAM II/Financial system. The schedule for the new fiscal year will be as follows:

MONTH POSTED	CUT-OFF DATE
July 2003 – September 2003	October 31, 2003
October 2003– December 2003	January 31, 2004
January 2004 – March 2004	April 30, 2004
April 2004	May 31, 2004
May 2004	June 18, 2004
June 2004	July 15, 2004 NOON

All adjustments for posted transactions must be received in the Division of Accounting by the above cut-off dates. Documents submitted after the cut-off date will be returned to the agency. In order to keep the HR and Financial systems in balance, agencies cannot request JV adjustments for payroll through the Financial system alone. The PACC process is the only option. The records for the months posted will be archived from the HR system after the Division of Accounting enters the adjustments. Exception requests to adjust archived records must be approved by the Commissioner of Administration and will require the expensive process of reloading the archived records to the HR system. These additional costs will be billed to the agency requesting the exception, should it be approved.

Please ensure that the information is correct for the adjustments submitted and all accounting codes are valid and open in Financial. Any rejects will be returned to the agency for immediate correction and resubmission.

Please use the PACC window format to submit your adjustment requests to the Division of Accounting by proxy to userid OK030. When completing the PACC information please remember that:

- When using the MASS change function, the system will read and change every JVP for that payroll run that was charged to the old accounting distribution
- Fiscal month for July is 01, August is 02, etc.
- Percentage or Dollar Amount represents the percentage or dollar value of the New Distribution. When using the percentage based distribution, the total of the new lines must equal 100%. Agencies are limited to four decimal points (25% is entered .2500). When using the dollar based distribution method, the value must be between .01 and the dollar amount of the original accounting line. The total of all dollar amount lines must equal the amount of the original line.
- The Budget FY field is not required except for continuing appropriations.
- FM/FY will be inferred on the New Accounting Distribution. It is only required on the Old Accounting Distribution line.

If you have any questions regarding this schedule, please contact Vandee DeVore, (573) 522-5863.

JD:VD